



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-762

Page No.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Public Works

DIVISION Inspection

Item No.	Description	Retention
1	Utility Agreements Agreements, deeds, plans, correspondence, cost estimates pending, active and under maintenance.	Retain until agreement is complete and maintenance period is exhausted. Then send to storage for 1 year, then destroy.
2	Public Works Agreements Agreements, deeds, correspondence, cost estimates, pending, active & under maintenance.	Retain until agreement is complete & maintenance period is exhausted. Then send to storage for 1 year, then destroy.
3	House Connection Contracts	Retain 1 year, then destroy.
4	Personnel Records Time sheets, leave slips, etc.	Purge annually and destroy material no longer needed for current business. Retain all other information for 3 years after term.
5	Vehicle Records Mileage reports	Retain for life of vehicle, then destroy.

Schedule Approved by
Records Management Officer

10/10/96
Date

Signature
Jacqueline Ryan

Schedule Approved by
Chief Administrative Officer

10/23/96
Date

Signature
[Signature]

Schedule Approved by
Agency, or Division Representative

10/8/96
Date

Signature
[Signature]

Schedule Approved by
State Archivist

DEC 20 1996
Date

Signature
Edward C. Papenfuss